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Security 2 File

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Chief, Physical Security Division

DATE: 29 November 1956

FROM : Chief, Records Management Staff

SUBJECT: Changes in Agency Chain Envelope

1. Security Clearance and Approval is hereby requested for the contemplated changes in the "chain envelope" currently being used by this Agency. These changes will assure greater efficiency of operation, a saving in operating man-hours, and economy in envelope consumption. The changes are as follows:

a. No printing to provide for addresses on the face or back of the envelope.

b. The adoption of the "string and button" fastener rather than sealing the envelope with an adhesive tape.

c. The addition of a "window envelope" on the face of the chain envelope to carry currier receipts. This will assure the right receipt with the appropriate material and eliminate the second writing of the address.

[redacted]

2. The new envelope will be for internal use only.

3. It is anticipated that the new envelope will also be used as the "outer envelope" in the transmittal of highly classified material within the Agency.

4. Subject to the concurrence of the Office of Security with the proposal, this office will prepare the necessary instructions to implement the change. These instructions will be coordinated with your office prior to issuance.

[redacted] 25X1

Concurrence

[redacted] 25X1

Chief, Physical Security Div.

30 Nov 56
Date

ILLEGIB

[redacted] 25X1

Enclosures:
1. Sample envelope with changes
1. Sample current Agency envelope

[redacted] Sanctioned the use of the prototype in their approval in principle 9/6/57

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